

Collaborative Technology Committee

Meeting Minutes

Date: December 1, 2009

Time: 1:30-3:30pm

Location: Board of Ed, Cafeteria 3

Attendees: Margie Johnson, Gerry Altieri, Tom Bayersdorfer, Mike Law, Mark Littlefield, Mildred Nelson, Denise Pridemore, Doug Renfro, Bob Watkins

Documentation Specialist: Maya Young

Next Meeting: Tuesday, January 5, 2010 1:30-3:30pm @ BOE

I. Action Plan

- <http://techmeetings.wikispaces.com>
- Margie is going to work to create a collaborative RFP committee.
- Be sure to read the Learning in the 21st C Parents' Perspectives article before the next meeting.

II. Discussion

- Margie did an overview of the agenda and next meeting's guest and article of reference
- Bob Watkins (Purchasing) – Procurement process problems
- Problems stemming from monitorings/audits; lack documentation for federal funds
- The federal and non-federal procurement processes should be identical
- Under CAP(Corrective Action Plan) as a result of audit findings
- Basic problem is that the purchasing policy has not been followed
- Purchase greater than \$10,000 needs to go through competitive bidding process
- MNPS has an excessive use of Sole Source and Emergency purchasing as determined by the State
- State has advised that the current way of choosing Sole Source has to change and making Emergency purchases will have to cease

- e.g. Library books, ThinkLink were Emergency Procurements
- Who is responsible for the RFP?
- RFP process should be collaborative across departments
- L&L, IT, Federal Programs, Purchasing Departments should be involved in the RFP process
- An RFP Committee should be established to identify the needs/priorities to include in the RFP
- There needs to be some guidance/discipline to the process
- We can use another district's contract but if it's Sole Source, we can't use it; had to be a competitively bid contract
- There needs to be a testing process for approval
- Shouldn't reach that testing process until it's in the SIP and has data to back it up
- Use references (other LEAs) for software; ask them how has it worked, where is it working, what are the issues
- There needs to be a list for principals to choose from
- What's requested by the schools should be needs-based; what are the needs of the school; that will determine what software is needed
- You can then go out for bids with a scope
- From looking at the software requested by schools, they appear to fall into the categories of assessment, enrichment, or intervention
- CSS is in its second phase going into the third of the Magellan Project
- Focuses of the Magellan Project have been on Inventory, Procurement, Budgeting/Accounts Payable/Accounting, HR, and Change Management
- The Magellan Project should be completed by April 2010
- Tom Bayersdorfer E-Rate (Education Rate) – Explanation of E-Rate
- E-Rate serves two groups K-12 and Libraries
- Universal Service charges pay for E-Rate
- Eligibility is based on FRL for MNPS

- MNPS discount matrix will be 78-79% this year
- Documentation for an RFP has to be kept for about twelve years
- Vendors offering services will only have a percentage of their services E-Rate eligible
- 28 schools will get completely new networks or completely reworked
- Eligibility for a new network or reworking is determined by poverty of school, old network, or in place for three years
- HS networks cost \$500,000-\$700,000; MS \$350,000-\$500,000
- Received \$6 million this year in E-Rate funds
- Since 1998, MNPS has received \$30 million; third largest sum of money behind Title I and CTE
- OIG audited, clean audit with no findings
- By the end of December 2009, fiber-optics should be in every school
- E-Rate application will be finalized in February 2010
- By June 30, 2010, all HSs will have new networks
- This year's networks include wireless
- With a grant, don't make assumptions about the school having wireless
- The school's wireless capacity may not be able to service additional laptops
- Include wireless accessibility in the grant

Parking Lot Issues

- Denise Pridemore provided handouts: Portable Mobile Device Specifications and Student Mobile Computing Device policy drafts and Student Mobile Device Distribution and Collection procedure draft